



PUBLIC WORKS DEPARTMENT

Council Meeting Date: November 27, 2007

Staff Report #: 07-202

Agenda Item #: F1

REGULAR BUSINESS: Authorization of the City Manager to Enter into an Agreement in the Amount of \$42,917 with Callander Associates to Conduct a Citywide Sports Field Study and a Playing Fields Study.

RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to enter into an agreement in the amount of \$42,917 with Callander Associates to conduct a Citywide Sports Field Study and a Playing Fields Study.

BACKGROUND

During the Fiscal Year 2007-08 project priority-setting process, the City Council approved a project to conduct a Citywide Sports Field Study and a project to conduct a Playing Fields Study (two separate studies).

The purpose of the Citywide Sports Field Study is to evaluate and recommend the suitability of potential sites throughout the city for new and/or enhanced sports fields. The total budget approved for this project is \$45,000, of which \$30,700 has been allocated for consultant services and \$14,300 for City staff time.

The purpose of the Playing Fields Study is to evaluate and recommend various means of increasing the availability and use of the playing fields at Burgess Park and Kelly Park. Of particular interest for consideration is the installation of lights and artificial turf as well as a reconfiguration of the existing field layouts. The total budget approved for this project is \$40,000, of which \$19,700 has been allocated for consultant services and \$20,300 for staff time.

Because both studies have similar tasks, including meetings with staff, the Parks and Recreation Commission, and the City Council, contracting with only one professional consulting firm and proceeding with both studies simultaneously will result in greater efficiency. The combined total budget for both studies is \$85,000, of which \$50,400 has been allocated for consultant services and \$34,600 for staff time.

The results of each study are expected to yield recommendations and cost estimates for the consideration of future capital improvement projects.

ANALYSIS

Summary of Selection Process

On October 1, 2007, City staff issued a Request for Proposals (RFP) for performing the two studies. The City received proposals from three consulting firms – Callander Associates, Carducci and Associates, Inc., and Verde Design.

A review of the submitted materials indicated that all of the firms possess the necessary qualifications and have demonstrated competence for the work requested. However, the proposal submitted by Callander Associates demonstrated the greatest overall performance commitment of the three. Callander's proposal contained a well-developed scope of work, which included tasks beyond those requested. It also included a detailed schedule that most closely reflected the appropriate timing of meetings. In addition, Callander Associates' work on several past City projects, including a similar evaluation of athletic fields and the preparation of improvement plans for Burgess Park, provided it with the greatest familiarity with the City's processes and issues. As for cost, the proposal submitted by Callander Associates, \$42,917, was similar to and in between those of the others. The lowest cost proposed was that of Verdi Design, Inc., at \$42,835. The highest cost proposed was that of Carducci and Associates at \$43,500.

Therefore, in consideration of the qualifications, scope, and value, staff recommends that Callander Associates be approved for the work proposed.

Scope of Work

Tasks included in the scopes of work for both the Citywide Sports Field Study and the Playing Fields Study are listed below. For the sake of efficiency, tasks common to each study are expected to proceed simultaneously, and meetings will be shared.

Task	Citywide Sports Field Study	Task	Playing Fields Study
1.01	Staff Meeting #1	2.01	Staff Meeting #1
1.02	Site Investigation	2.02	Site Investigation
1.03	Draft Conceptual Plan	2.03	Draft Conceptual Plan
1.04	Cost Estimates	2.04	Cost Estimates
1.05	Alternatives Comparison	2.05	Alternatives Comparison
1.06	Staff Meeting #2	2.06	Staff Meeting #2
1.07	Parks & Rec. Comm. Mtg. #1 to gather public input	2.07	Parks & Rec. Comm. Mtg. #1 to gather public input
1.08	Refined Conceptual Plan	2.08	Draft Preferred Plan
1.09	Staff Meeting #3	2.09	Staff Meeting #3
1.10	Parks & Rec. Comm. Mtg. #2	2.10	Parks & Rec. Comm. Mtg. #2
1.11	Draft Final Conceptual Plan	2.11	Final Preferred Plan

1.12	City Council Presentation	2.12	City Council Presentation
1.13	Final Conceptual Plan	2.13	Final Report

Each project task is described in more detail in Attachment A, Scope of Work.

Project Implementation

As an integral part of each project, several meetings with the consultant are planned, including the following:

- Three meetings with staff to exchange information and provide guidance.
- Two meetings with the Parks and Recreation Commission to provide a forum for community input. The first of the two meetings will focus on the requirements of users and neighbors and how conceptual plans might be expected to satisfy these requirements. The second meeting will focus on plan refinements that were made in response to the comments received.
- One meeting with the City Council to present the final plans.

It is expected that the work tasks for both projects will commence simultaneously in early December 2007 and will conclude simultaneously at the end of April 2008.

IMPACT ON CITY RESOURCES

Both the Citywide Sports Field Study and the Playing Fields Study are included in the FY 2007-08 Budget. The budget allocation and funding sources are as follows:

	Consultant Services	City Staff Costs	Total
Citywide Sports Field Study			
Recreation-in-Lieu Fund	\$30,700	\$14,300	\$45,000
Playing Fields Study			
Measure T Bond	\$7,100	\$7,900	\$15,000
2000 RDA Tax Bond	\$12,600	\$12,400	\$25,000
Subtotal:	<u>\$19,700</u>	<u>\$20,300</u>	<u>\$40,000</u>
Total:	\$50,400	\$34,600	\$85,000

POLICY ISSUES

This recommendation does not represent any change to existing City policy.

ENVIRONMENTAL REVIEW

Neither the Citywide Sports Field Study nor the Playing Fields Study is considered a project under the California Environmental Quality Act Guidelines. Implementation of recommendations from the study may require further environmental review.



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Senior Civil Engineer

PUBLIC NOTICE: Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting.

ATTACHMENTS: A. Scope of Work

Attachment A

Scope of Work

1.0 CITYWIDE SPORTS FIELD STUDY

- 1.01 **Staff Meeting #1, Start-Up Meeting:** Confirm project goals and schedule, identify up to five (5) sites for analysis, identify other issues, obtain all available base data. Identify user groups and facility requirements (lacrosse, soccer, field hockey, rugby, cricket, other). Prepare *Meeting Summary* and distribute to meeting attendees.
- 1.02 **Site Investigation:** Visit to each site and photo document existing conditions. Review grades, exposure, edge conditions, neighbors, vegetation and other site considerations affecting site development. Analyze sites and compare: review site access, acreage, neighborhood context, existing conditions (slope, vegetation). Prepare a *photo log* summarizing observations for each site.
- 1.03 **Draft Conceptual Plan:** Prepare *two (2) draft conceptual plans* per site to show dimensioned fields and supporting facilities (parking, restroom/concession buildings), site access, buffer plantings. Concepts to include utilization and cost comparisons assuming natural and synthetic turf and preliminary assessment of permitting requirements.
- 1.04 **Cost Estimates:** Prepare rough *estimates of probable construction costs* for each. Calculate cost per developed acre for each concept.
- 1.05 **Alternatives Comparison:** Prepare a *comparison matrix* to assist in side by side comparison of improvements to each facility. Matrix to summarize costs, costs per developed acre, accessibility, permitting considerations, environmental constraints, and other data acquired during plan development.
- 1.06 **Staff Meeting #2:** Meet with City staff to review information assembled. Revise presentation materials as warranted based on pre-Commission meeting review. Prepare *Meeting Summary* and distribute to meeting attendees.
- 1.07 **Public Meeting #1:** In a single Park and Recreation Commission meeting, present concepts and compare relative merits of each site. Solicit input from neighbors and identify preferred sites for further analysis.
- 1.08 **Refined Conceptual Plan:** Prepare *refined conceptual plans* based on further detailed analysis of two to three preferred sites. Further analysis to be based on input from Parks and Recreation Commission and public and other criteria as identified during concept development phase.
- 1.09 **Staff Meeting #3:** Review refined presentation materials with City staff and revise as appropriate prior to presentation to Park Commission. Prepare *Meeting Summary* and distribute to meeting attendees.
- 1.10 **Public Meeting #2:** Present more refined analysis of selected sites to Park Commission and provide recommendations re: preferred sites, cost comparisons, preferred field configuration, turf type and permitting requirements. Solicit input and prepare *Meeting Summary*.

- 1.11 **Draft Final Conceptual Plan:** Make minor revisions to findings based on Commission input and prepare *draft final conceptual plans and final report*. Prepare draft final report to be bound 10 – 15 pages in length, color copies of preferred as well as preliminary concepts and comparisons of alternative sites and site development options.
- 1.12 **City Council Presentation:** Present final report to Council and provide clarifications in response to Council inquiries.
- 1.13 **Final Conceptual Plan:** Incorporate minor revisions into report based on Council input and submit final report to City for their use and further development of the selected alternatives.

2.0 PLAYING FIELDS STUDY (BURGESS AND KELLY PARKS)

- 2.01 **Staff Meeting #1, Start-Up Meeting:** Confirm project goals and schedule, identify other issues, obtain all available base data. Identify existing and potential user groups and facility requirements. Prepare *Meeting Summary* and distribute to meeting attendees.
- 2.02 **Site Investigation:** Visit sites to review site access, acreage, neighborhood context, existing conditions (slope, vegetation). Prepare a *photo log* summarizing observations for each site.
- 2.03 **Draft Conceptual Plan:** Prepare *two (2) draft conceptual plan alternatives* per site to show alternative field layouts and supplementary facilities as may be warranted by the increased levels of usage. (Additional parking, restroom/concession building additions or expansions), site access, buffer plantings. Evaluate means of increasing field availability at both sites including exploration of lighting and use of synthetic turf, including field reconfiguration. Assess permitting requirements.
- 2.04 **Cost Estimates:** Prepare *one (1) rough estimate of probable construction cost* for each site. Calculate cost per developed acre per site.
- 2.05 **Alternatives Comparison:** Prepare a *summary matrix* of improvements to each facility. Matrix to summarize costs, costs per developed acre, accessibility, permitting considerations, environmental constraints, and other data acquired during plan development.
- 2.06 **Staff Meeting #2:** Meet with City staff to review information assembled. Revise presentation materials as warranted based on pre-Commission meeting review. Prepare *Meeting Summary* and distribute to meeting attendees.
- 2.07 **Public Meeting #1:** In a single Park and Recreation Commission meeting, present two (2) concepts for each site and compare relative merits of each. Solicit input from public and members of the Commission and offer clarification as warranted.
- 2.08 **Draft Preferred Plan:** Based on input from the Parks and Recreation Commission Meeting proceed to develop a *draft preferred plan* for both Burgess and Kelly Park. Preferred plans to be based on input from Parks and Recreation Commission and public and other criteria as identified during concept development phase.

- 2.09 **Staff Meeting #3:** Review draft preferred plans with City staff and revise as appropriate prior to presentation to Park Commission. Prepare *Meeting Summary* and distribute to meeting attendees.
- 2.10 **Public Meeting #2:** Present draft preferred plans to Park Commission and provide narrative description of improvements as contrasted with current capacities and field configurations at each site. Solicit input and prepare *Meeting Summary*.
- 2.11 **Final Preferred Plan:** Make minor revisions to preferred plans in development of *final preferred plans* based on Commission input and incorporate plans into final report. Final report to be bound 10 – 15 pages in length, color copies of preferred plans as well as preliminary concepts and comparisons of site development options.
- 2.12 **City Council Presentation:** Present final report to Council and provide clarifications in response to Council inquiries.
- 2.13 **Final Report:** Incorporate minor revisions into report based on Council input and submit *final report* to City for their use and further development of the sites.

3.0 ADDITIONAL SERVICES

- 3.01 All other tasks not specifically noted above could be provided as additional services immediately following receipt of written authorization to proceed. These services may include:
 - a. Preparation of additional concepts.
 - b. Supplemental unforeseen services as may be required by the City.
 - c. Additional meetings.
 - d. Additional presentations or workshops other than those specifically listed in the scope of services.
 - e. Evaluation or inventorying more than the specified number of sites.
 - f. Any other services not specifically indicated in the scope of services.